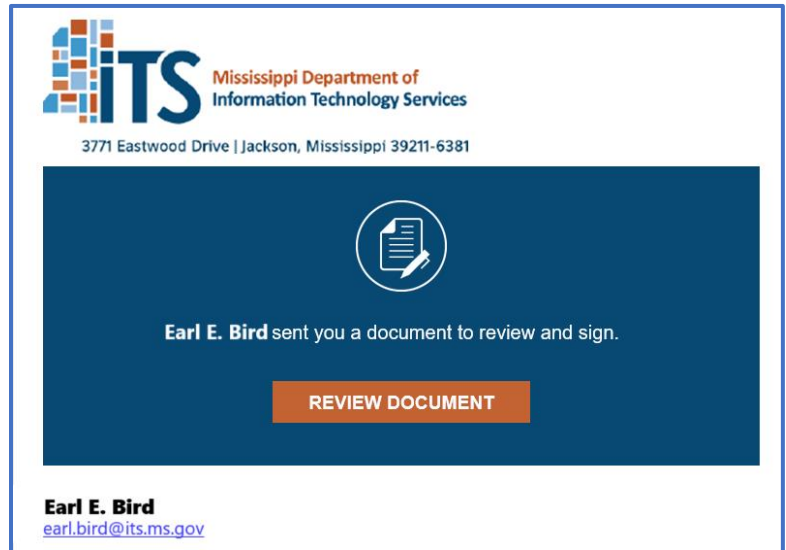




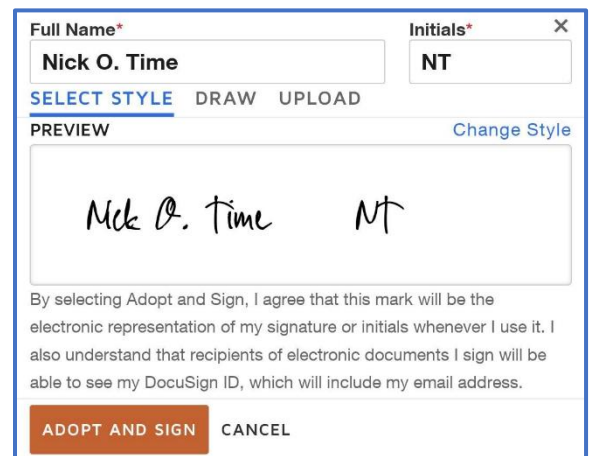
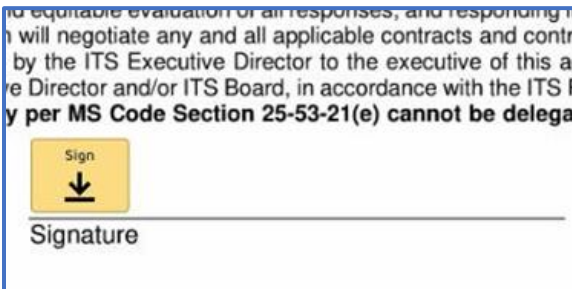
DocuSign User Signing Instructions

Use these instructions to sign documents sent by Mississippi Information Technology Services. You do not need to sign up for a DocuSign account to add your signature to a document.

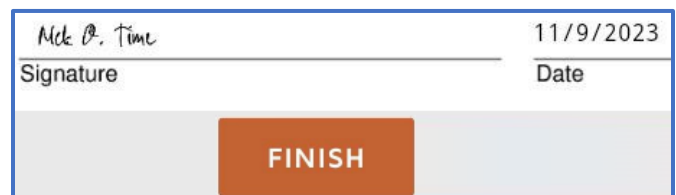
Step 1: You will receive an email from dse_NA4@docusign.net telling you that a document has been sent for your signature. The email will give the name and email address of the sender and may include additional information. **Select the orange 'Review Document' button,** and you will be taken to the document in your default browser.



Step 2: **Select the indicated 'Sign' button** to add your signature. If it is your first time signing, you may be prompted to create a signature style.



Step 3: **Select the 'Finish' button** at the bottom of the document page.



No additional steps are required. The requester will be notified of your signature, and DocuSign will notify the next signee if another signature is needed after yours. Once the document has been fully signed, all signers will receive an email with a link to the completed document.